



Medical Director
NMH
Chicago, Illinois

Occupational Health

December 9, 2024

Job Title: Medical Director

POSITION SUMMARY

The **Medical Director** reflects the mission, vision, and values of NM, adheres to the organization's Code of Ethics and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all other regulatory and accreditation standards.

RESPONSIBILITIES

Description

- Provides Medical leadership for the service or department in area of expertise, assisting with establishing standards of care and developing programs to improve clinical outcomes and quality of service.
- Responsible for advancing the goals of NM with regards to quality, safety, patient satisfaction, operations and other key performance indicators, as well financial targets within the service area. These goals will be reviewed annually by the Medical Director's Manager.
- Responsible for attending requested and required hospital meetings, including regularly scheduled meetings with other administrative leaders in their area.
- Collaborates and communicates effectively with other administrative leaders, as well as all team members to assure consistency across the department.

COMPETENCIES / PERFORMANCE EXPECTATIONS

- Please refer to the recommended NMHC Performance Leadership Competencies

QUALIFICATIONS

Required:

- Current Illinois medical license in good standing
- Shall be qualified by training, experience, interest, demonstrated current ability, and board certification in the clinical area covered by the department.
- Must be knowledgeable about working with an adult population ranging from adolescent to geriatric, including patients with communications barriers, sensory impairment, and physical limitations, including but not limited to developmental, mobility, vision or hearing impairments
- Must be able to identify appropriate measures and accommodations to meet the needs of the patient in their age category.
- Must be able to communicate and interact effectively with patients and family members to resolve issues.
- Possess strong interpersonal skills, excellent clinical judgment and quality assessment skills

OTHER

Management Responsibility:

Population Served:

- Internal
 1. Chief Medical Officer
 2. Associate Chief Medical Officer
 3. Vice President(s) of service or department
 4. Administrative Director(s) of service or department
 5. Administrative Manager(s) of service or department
 6. Members of Medical Staff
 7. Clinical Staff

- External
 1. External Clients for Occupational Health
 2. Outside Clients including Lurie Children’s Hospital, McGaw, Shirley Ryan Ability Lab, FSM

ADDENDUMS

Addendum – Occupational Health

Additional education/experience qualifications

Required: Board Certified in Occupational Health, Emergency Medicine or Internal Medicine

Desired: Occupational Health experience

Additional responsibilities:

Medical Director – Occupational Health

Clinical Responsibilities

- Treatment of patients at NMG and such hospitals, office locations and health care facilities as may be determined by the President of NMG or his/her designee
- Maintaining a clinical schedule on such days, such hours, and at such locations as necessary to provide timely and comprehensive medical services to NMG patients.
- Teaching of medical residents, fellows, medical students, nurses and other health care providers as may be required by NMG.
- Providing “on-call” coverage for Occupational Health
- Referring patients requiring specialized medical care to those specialists and other health care providers and facilities that are members of NMG’s affiliated provider network, provided that such referral does not unreasonably interfere with the patient’s expressed preference for a different healthcare provider, his/her insurer’s determination of healthcare provider or the patient’s best medical interests in Physician’s medical judgment.
- Participation in NMG and NMHC system quality improvement and risk management programs and activities, including but not limited to reporting all patient occurrences, participating in continuing

medical education and, when requested, serving on committees, reviewing medical records and providing other consultation to NMG regarding legal and risk issues.

- Compliance with billing, documentation and related policies, procedures, systems and practices established by NMG and payors with which NMG contracts.
- Performance of such other duties as are consistent with Physician's employment and as may be assigned to Physician by the President or his/her designee from time to time.

System Responsibilities

- Determine clinical standards for internal NMHC Occupational Health program and oversee clinical integration and alignment of these clinical activities across the system.
- Evaluate the effectiveness of existing clinical procedures/methods and ensure standardization across all regions.
- Support outcomes and quality assurance across all sites
- Provide OH expertise in the development of NMHC policies and procedures
- System Expert in OH collaborating with:
 - Executive Leadership
 - Infection Prevention, Workforce Health and Safety, Facilities, EVS, EAP, Emergency Management
 - Serve on department committees as requested including:
 - Diversion
 - IP
 - Wellness
 - Safety
 - Liaison with MSO at each NM facility
 - Participate in NM workforce initiatives as requested
 - Ex: Ebola, Hazardous Drugs, COVID, OSHA, Diversion
 - Education presentations to hospital leaders as requested
 - Provide consultative advice and insight on unique medical cases, patient situations, and/or drug testing/sensitivity issues impacting the workforce.
- Work with HR on complex FFD, ADA and FMLA
 - 24/7 availability or provide coverage
 - Clinically see or provide direct oversight
 - Oversight of vaccine/respirator accommodation process
- Senior MRO for Quest/LabCorp
- Medical liaison with Walgreens and CVS
- Lead medical oversight of safety sensitive agreements and ensure compliance (ex: drug testing)

People Responsibilities

- Provide daily support to regional managers, APNs and physicians.
 - Provide education/policy change/process improvement on a quarterly basis or as needed for all physicians, APNs, regional managers.
 - Supports the OH clinicians and physicians for the 24/7 BBFE program and collaborate with ID physician updating any policy or practice changes.
- Collaborative physician for APNs

- Assist in recruitment and orientation of physicians, APNs and regional managers. Provide input into annual evaluation of APNs and regional managers.
- Coordinate Physicians and APN schedule with department Director.
- Medical representative for EMR – Systoc
- Ordering physician in EPIC at select regional sites and HealthLab.

External Client Responsibilities

- Serve as NM Occupational Health medical director liaison with NM campus partners (NU, McGaw, Shirley Ryan Ability Lab).
- Develop and maintain medical consultancy and leadership with outside companies and available for timely consultation
- Develop and establish strategic partnership with existing and new external clients.
- Collaborate with Department Director to strategically expand OH services to outside companies.

HR Internal Use Only	
Job Code	
Pay Group	
Job Function Code	
Job Family	
Job Subfamily	
Salary Plan	
Grade	
Apparel Program (Y/N)	
WC Code	
Union Code	
Regular/Temporary	
Job Category (<i>Lic-PC, Cert-PC, Non-Lic PC, Not PC</i>)	
EE0-6 Talent Plus	
EE0-1 Job Category	
EE0-5 Job Category	

Management (Y/N?)	
Reports To	
Cost Center to Charge	
Business Unit	
Last Revised	